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| Policy Type: | Operational | Policy Number: | OP-05 |
| Policy Title: | Conduct of Patrons | Initial Policy Approval Date: | June 20, 2007 |
| | | Last Review/Revision Date: | Nov. 25, 2015 |
| | | Year of Next Review: | 2019 |

The following Rules of Conduct for patrons will be posted in the Mississippi Mills Public Library:

- Everyone is welcome at the Library.
- These rules are for the safety and comfort of everyone in the Library.
- Any disregard of these rules may result in sanctions as per the *Criminal Code of Canada*, the *Public Libraries Act*, the *Occupational Health and Safety Act*, the *Trespass to Property Act* and the *Public Works Protection Act*.

Section 1: Conduct of Patrons

1. Behaviour which is disruptive, abusive, insulting or threatening to Library patrons or staff is prohibited. Anyone who is seen as a threat to the safety or enjoyment of the Library facilities will be asked to leave.
2. Any person, who steals or vandalizes Library property, or the property of others, will be subject to suspension of Library privileges and possible prosecution.
3. Parents or guardians are responsible for the supervision of their children. Children requiring supervision are not to be left unattended in or about the Library premises.
4. Patrons may be required to make available for inspection all bags and carrying cases.
5. Animals are not permitted in the Library. This prohibition does not apply to animals in programs approved by the Library or to animals needed to assist an individual with a disability.
6. Out of respect for all patrons, members of the public must wear appropriate attire in the Library. Use of roller blades, skateboards, scooters and other sports equipment is not allowed on Library property.
7. Smoking is not permitted on Library property.

8. Appeals of decisions under the above rules may be made in writing to the CEO/Chief Librarian. A final appeal may be made in writing to the Mississippi Mills Public Library Board.

Section 2: Suspension of Library Privileges

1. The CEO/Chief Librarian may at any time suspend the privileges of a patron who breaches library rules or participates in illegal behavior. In the absence of the CEO/Chief Librarian, the senior staff member present at the branch where an infraction occurs may suspend a patron until the CEO/Chief Librarian or Acting CEO/Chief Librarian is available to consider the matter.
2. Patrons who have had their Library privileges suspended may not have access to the Library facilities or services.
3. The length of suspension for:
 - a) a breach of library rules (conduct abuse), will be between one day to one month
 - b) repeated breaches of library rules (conduct abuse) will be up to three months
 - c) abusing staff or patrons, damaging or destroying library property or any illegal behavior (criminal code behaviour), will be up to six months

Section 3: Staff Intervention on behalf of Children

1. Staff is expected to intervene on behalf of children in difficult situations. Particular care must be taken to ensure a supportive environment for the child.
2. Staff will not under any circumstances drive a child home.
3. Staff will attempt to contact the parent(s)/guardian(s) of abandoned children or children left unattended in or about the Library premises. The Children's Aid will be notified if the parent(s)/guardian(s) cannot be reached.
4. Staff will inform Children's Aid or police of any suspected child abuse.

This policy supersedes the Conduct Policy approved in May 2014.

RELATED DOCUMENTS

- Southern Ontario Library Service, Trillium Public Library: Sample Policies
- Governance documents referenced in this policy